

**Montana Commission on Community Service
Office of Community Service
Opening Doors Project
Questions and Answers (Q and A)**

The intention of the Q and A format is to provide an educational tool for AmeriCorps*State Program Directors and Supervisors. Disability inclusion issues and a collection of feedback pertaining to experiences and inquiries will be presented quarterly.

Q. Does the ADA require employers to develop written job descriptions?

A. No. The ADA does not require employers to develop or maintain job descriptions. However, a written job description that is prepared before advertising or interviewing applicants for a job will be considered as evidence along with other relevant factors. If an employer uses job descriptions, they should be reviewed to make sure they accurately reflect the actual functions of a job. A job description will be most helpful if it focuses on the results or outcome of a job function, not solely on the way it customarily is performed.

A recent experience occurred where a program supervisor was able to use a service description as a document for ensuring possible safety issues.

Please note that programs do use service descriptions. It is a way to gather and assess information about the content of a position, the human requirements needed to perform it, and the context in which it is performed. Position descriptions are not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. They also provide an applicant with knowledge of the tasks, duties and responsibilities of a position to assist in their determination.

Concerns you would like addressed or comment(s) you have to share:

Sources Consulted

AmeriCorps Program Directors Resource: "Guide to Disability Inclusion", Drake University
US Equal Employment Opportunity Commission, US Department of Justice (2004): The Americans with Disabilities Act; Questions and Answers

April 3, 06